

**OFFICE OF THE CHIEF OF POLICE**

**SPECIAL ORDER NO. 43**

**December 28, 2001**

**SUBJECT: NOTICE OF TERMINATION OR SUSPENSION OF SWORN  
PROBATIONARY EMPLOYEE, FORM 1.61.01 - REVISED**

**PURPOSE:** Recent civil litigation has highlighted the need to modify the Notice of Termination or Suspension of Sworn Probationary Employee, Form 1.61.01, to comply with the probationary termination provisions of the Charter of the City of Los Angeles. In addition, a review of Department procedure for terminating or suspending sworn probationary employees revealed the need to clarify that Form 1.61.01 applies to the termination and suspension of promotional level employees as well as entry level employees.

This Order revises the Notice of Termination or Suspension of Sworn Probationary Employee, Form 1.61.01, and revises its use and distribution.

**PROCEDURE:**

**I. THE NOTICE OF TERMINATION OR SUSPENSION OF SWORN  
PROBATIONARY EMPLOYEE, FORM 1.61.01 - REVISED.** The Notice of Termination or Suspension of Sworn Probationary Employee, Form 1.61.01, is revised. The form shall be served to the employee within the probationary period in accordance with Section 1011(b) of the City Charter.

**A. Use of Form.** This form is used by Internal Affairs Group, Employee Opportunity and Development Division, Employee Relations Group, and Personnel Division to serve an employee with written notice of the specific reason(s) for his/her termination or suspension. This applies to entry level probationary police officers as well as promotional level probationary ranks (e.g., sergeant, detective, lieutenant, and captain).

**B. Completion.** The form is self-explanatory.

**C. Distribution.**

- 1 - Original, Personnel Division. (If termination-Personnel Division shall make one additional copy and forward it to the Board of Civil Service Commissioners via the Personnel Department.)
- 1 - Copy, Board of Police Commissioners.
- 1 - Copy, Employee.

- 1 - Copy, Advocate Section, Internal Affairs  
Administrative Division - When it involves  
misconduct.
- 1 - Copy, Employee Opportunity and Development  
Division - When it involves Failure to  
Satisfactorily Perform the Duties of a Police  
Officer.
- 1 - Copy, Recruitment and Employment Division - When  
it involves Failure to Meet the Standards of a  
Police Officer (may also involve misconduct).
- 1 - Copy, Employee Relations Group - When it involves  
an officer on promotional probation.

**FORM AVAILABILITY:** The Notice of Termination or Suspension of Sworn Probationary Employee, Form 1.61.01, will be available from the Department of General Services, Distribution Center, in about 90 days. A copy of the form is attached for duplication and immediate use.

**AMENDMENTS:** This Order amends Section 5/1.61.1 of the Department Manual.

**AUDIT RESPONSIBILITY:** The Commanding Officer, Personnel Group, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

**BERNARD C. PARKS**  
**Chief of Police**

Attachment

**DISTRIBUTION "D"**